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ODP-4

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300003-6
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CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|----|---|------|----------|
| 1 | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> 3C-19, Headquarters | | |
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| <input type="checkbox"/> | ACTION | <input type="checkbox"/> | DIRECT REPLY | <input type="checkbox"/> | PREPARE REPLY |
| <input type="checkbox"/> | APPROVAL | <input type="checkbox"/> | DISPATCH | <input type="checkbox"/> | RECOMMENDATION |
| <input type="checkbox"/> | COMMENT | <input type="checkbox"/> | FILE | <input type="checkbox"/> | RETURN |
| <input type="checkbox"/> | CONCURRENCE | <input checked="" type="checkbox"/> | INFORMATION | <input type="checkbox"/> | SIGNATURE |

Remarks:

Pete:

Attached is a Forms Management Guide for the use of Agency Records Officers. It does not contain any policy material and there are no new procedures included. We are issuing it as a Guide to serve until a Forms Handbook is available.

If you have any questions or need additional copies, let me know.

FOLD HERE TO RETURN TO SENDER

| | |
|---|---------|
| FROM: NAME, ADDRESS AND PHONE NO. | DATE |
| <div style="border: 1px solid black; width: 180px; height: 1.2em; display: inline-block;"></div> RecAdmin Officer 604 - 1016 16th St. NW | 9/25/63 |

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT